

ENGLISH

By First Class Mail

DATE

POTENTIAL CLIENT'S NAME

POTENTIAL CLIENT'S ADDRESS

Dear POTENTIAL CLIENT'S NAME:

You have an immigration intake appointment with NAME on DATE AND TIME OF APPOINTMENT. Please come to your appointment on time. If you are more than 15/20/30 minutes late we will not be able to see you.

When you come to this appointment, you must bring with you:

- A photo identification, like a driver's license or passport (even if it is expired);
- All immigration papers you have filed or have received from any US immigration agency;
- Certificates of Dispositions for any and all arrests. You could obtain a copy of your certificates of disposition by going to PLACE WHERE CLIENT CAN OBTAIN A CERTIFICATE OF DISPOSITION; &
- A money order for \$ INTAKE FEE for the intake consultation fee.

NAME office is located at OFFICE ADDRESS. To get to our office, DIRECTIONS TO OFFICE.

We look forward to meeting with you.

Very Truly Yours,

STAFF MEMBER'S NAME

STAFF MEMBER'S TITLE